

**Frederick County Ethics Commission**  
**Minutes for the Public Meeting of Wednesday, June 15, 2016**

Present:        Brian Duncan, Chair  
                  Stephen K. Hess, Vice Chair  
                  Timothy Tosten, Commission Member  
                  Beverly Freed, Alternate Commission Member  
                  Linda B. Thall, Senior Assistant County Attorney

Absent:         Christopher Glass, Sr., Commission Member  
                  Anthony Ventre, Commission Member

The meeting of the Frederick County Ethics Commission began at 7:00 p.m. on June 15, 2016, in the Winchester Room on the 2<sup>nd</sup> floor of Winchester Hall, 12 East Church Street, Frederick, Maryland 21701.

**Approval of the Minutes** – Before the meeting, the members received the draft minutes for the meeting held on May 11. The members had no changes to the minutes.

**MOTION:**     Mr. Hess made a motion to approve the minutes as drafted. Mr. Tosten seconded the motion, which was approved by unanimous consent.

**Discussion of revisions to the Standard Operating Procedure, subpoena form and instructions** – The members discussed the provision in the SOP calling for annual training on the Ethics Law. The discussion concerned the roles of the Ethics Commission and County managers in providing and overseeing training to County officials and employees. The Commission also discussed the need for an outreach effort to increase public awareness of the Ethics Law and the Ethics Commission. The Commission asked that an updated draft of the SOP be posted on the website, that a deadline of July 27, 2016, for comments be established, and that information be released to bring the public up to date on the changes to the SOP. The subpoena form and instructions will also be posted as they will be attached to the SOP. The Commission plans to vote on the SOP at its August meeting.

**Update on Ethics Commission appointments** – Mr. Duncan provided an update on the process followed to fill positions on the Ethics Commission.

**Two pending ethics complaints** – The Senior Assistant County Attorney advised the Commission of a recent change in the status of the two complaints previously filed with the Ethics Commission. The Commission agreed to discuss these complaints at its July meeting.

**Adjournment**

The Ethics Commission adjourned its meeting at approximately 8:00 p.m.

/s/  
Linda B. Thall, Senior Assistant County Attorney